How to Make a Resume in 2025 | Beginner's Guide

Creating a unique **resume** is critical for **job searchers**, particularly as we approach 2025. With the job market changing and competition increasing, it's crucial to learn **how to create a resume** that highlights your **skills** and grabs the attention of **hiring managers**. This beginner's tutorial will help you through the steps required to **make a perfect CV**, ensuring you stand out in a crowded job market.

How to Make a Resume Perfect

1. **Choose a Resume Format Carefully**

The first step in creating an effective resume is selecting the right format. The three most common formats are:

- **Time-Based**: This format lists your **work experience** in [time-based](#), making it easy for **employers** to see your most recent roles first. It's ideal for those with a solid work history.
- **Functional**: This format focuses on skills rather than work history, making it suitable for individuals with gaps in employment or those changing careers.
- **Combination**: This format merges both **time-based** and functional elements, allowing you to highlight your skills while providing a timeline of your work history.

Choosing the right format is crucial as it sets the tone for presenting and perceiving your information.

2. Add the Right Contact Details

Your contact information is the first thing hiring managers will see. Ensure it includes:

- **Full Name:** Make it prominent at the top of your **resume**.
- **Phone Number:** Use a reliable mobile number where you can be reached easily.
- **Professional Email Address:** Avoid casual or outdated email addresses; opt for something simple and professional.
- **Location:** Include your city and state; full addresses often must be revised.
- **LinkedIn Profile or Portfolio Link:** Include links to your professional online presence if applicable.

Properly formatting this section ensures that employers can reach you without any hassle.

3. Write an Impactful Resume Summary

[Writing an impactful resume summary](#) is your chance to make a strong first impression. This brief section should:

- Highlight your key qualifications and achievements.
- Include specific metrics or accomplishments that demonstrate your value.
- Tailor it to align with the **job description**, using **relevant keywords**.

A well-crafted summary can entice hiring managers to read further into your resume.

4. Pay Attention to Your Work Experience Section

Your work experience section should be detailed yet concise. Focus on:

- Write job experience according to **time-based order**.
- Including job titles, company names, locations, and dates of employment.

- Describing responsibilities and achievements using bullet points for clarity.
- Quantifying achievements with numbers when possible (e.g., "Increased sales by 20%").

This section should demonstrate your career progression and relevant experiences.

5. Add the Right Skills for the Job

Including both **hard and soft skills** is essential:

- **Hard Skills:** These are specific technical abilities relevant to the **job** (e.g., **programming languages**, **data analysis**).
- **Soft Skills**: These **interpersonal skills** showcase how you work with others (e.g., **communication**, **teamwork**).

Separate these skills into distinct sections to highlight them effectively. Ensure they align with the job description to enhance your chances of passing **Applicant Tracking Systems (ATS)**.

6. Keep Your Education Short and to the Point

Your education section should be straightforward:

- Include degrees obtained, **institutions** attended, and **graduation** dates.
- If you're a recent graduate, you may include relevant coursework or honours.
- For those with extensive work experience, this section can be brief—focus on what's most relevant.

7. Include a Cover Letter

While not part of your **resume**, a well-written **cover letter** can complement your application. It should:

- **Introduce yourself** and explain why you're applying for the position.
- Highlight key achievements from your resume that relate directly to the job.
- Convey enthusiasm for the role and the company.

A **cover letter** provides an opportunity to personalize your application and make a stronger case for **why you're the right fit**.

Download a perfect cover letter

Pick the Right Resume Format

Once you've gathered all the necessary information, it's time to focus on layout. Here are some tips for fixing your resume's layout:
[Make your ATS-Friendly Resumes](#)

Fix Your Resume's Layout

1. **Add Clear Section Headings:** Use bold or larger font sizes for headings like "**Experience**," "**Education**," and "**Skills**" to improve readability.
2. **Adjust the Margins:** Ensure there's enough white space around the text; standard margins are typically 1 inch on all sides.
3. **Choose a Professional Font:** Stick with classic fonts like Arial, Calibri, or Times New Roman that are easy to read.
4. **Set the Correct Font Size:** Use 10-12 point font size for body text; headings can be slightly larger (14-16 points).
5. **Use a PDF File:** When submitting your resume electronically, save it as a PDF to preserve formatting across different devices.

A well-organized layout enhances professionalism and makes it easier for hiring managers to navigate through your qualifications.

AI Tools to Create ATS-Friendly Resumes

Creating an **ATS-friendly resume** is essential in today's competitive job market, as **Applicant Tracking Systems (ATS)** filter resumes before they reach hiring managers. Using **free AI tools** will help you shorten this process and generate a remarkable resume that successfully highlights your qualifications. Here's a detailed look at how these tools can help you, as well as some suggested options and their advantages.

1. **Time Efficiency**: AI resume builders can generate a professional resume in minutes, allowing you to focus on other aspects of your job search.
2. **Customization**: These tools offer customizable templates and content suggestions tailored to specific job postings, ensuring your resume aligns with hiring managers' expectations.
3. **Keyword Optimization:** AI tools analyze job descriptions to identify relevant keywords, increasing your chances of passing through Applicant Tracking Systems (ATS) that filter resumes based on specific terms.

4. **Professional Quality:** Many AI tools provide content crafted by professional writers or use advanced algorithms for improvement, ensuring your resume is polished and impactful.
5. **ATS Compatibility:** Most AI builders are designed with **ATS-friendly templates**, preventing formatting issues that could lead to your application being filtered out.

Recommended Free AI Tools

1. **Resume.com**: A straightforward tool that provides free templates designed to be ATS-compatible, allowing users to create resumes quickly with minimal effort.
2. **Canva:** Known for its design capabilities, **Canva** allows users to create visually appealing resumes while ensuring they remain readable by **ATS systems**. It offers a variety of easily customisable templates.
3. **Enhancv:** Powered by **ChatGPT,** this tool helps craft tailored resumes with high-impact keywords and features automatic bullet point rewriting to emphasise achievements effectively.

Next Steps After Your Resume

After crafting an impressive resume, it's time to take action. Consider applying at platforms like **[Salarite](#)**, which specialises in connecting **job seekers** with **Job opportunities in startups and MSMEs** (Micro, Small, and Medium Enterprises). By leveraging such platforms, you can access **tailored job listings** that match your skills and preferences while benefiting from additional resources like **career counselling** and **resume-building assistance**.

Conclusion

Making a standout resume in 2025 requires attention to detail, strategic formatting, and an understanding of **what employers are looking** for. By following this beginner's guide—**choosing the right format**, including essential details, writing impactful summaries, and showcasing relevant skills—you'll position yourself as a strong candidate in today's competitive job market.
Start crafting your perfect resume today and take that crucial step toward **securing your dream job**!